

GENERAL DEFINITION OF WORK:

Performs responsible professional and administrative work assisting improvement and administration of the County's land development regulations and compensation; identifying current and long range planning needs; preparing/presenting long/short range planning studies and report; reviewing subdivision applications; researching subdivision potential; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Analyzing land development proposals; providing case management for land development applications for the compensation with the Subdivision and Zoning Ordinances; conducting research.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyzes land development proposals; serves as lead staff member for special projects for the Board of Supervisors and their appointed commissions; provides case management for land development applications.
- Researches and compiles demographic and statistical data; analyzes data; identifies trends; prepares reports; performs technical review of subdivision and/or site plans.
- Interprets and enforces provisions of the subdivision and zoning ordinances and other applicable federal, state and local codes, laws, rules and regulations; initiates any actions necessary to correct violations.
- Updates the Comprehensive Plan as needed; researches history of current assumptions for area to be re-planned; researches procedures in other localities with similar areas; researches federal, state and local laws; writes draft or plan updates and presents at public hearings.
- Reviews and analyzes subdivision and/or site plan projects, special conditions, proffers and building permits.
- Organizes and participates in the Technical Review Committee and the Pre-Application Meeting, with other County departments; initiates and facilitates inter-agency group meetings to discuss and address various needs.
- Provides technical assistance and information to citizens, property owners, land developers, staff members and other governmental agencies regarding zoning ordinance, subdivision ordinance, Comprehensive Plan or the land development process; provides guidance to applicants, citizen committees, public agencies, or others in understanding the impact of these regulations in regard to their land use issues.
- Researches land records to determine ownership and existing structures.
- Trains staff on subdivision and/or site plan review as well as data input and reporting procedures.
- Evaluates and updates a variety of departmental documentation; assists with preparation and presentation of zoning studies/reports and prepares graphic displays and presentations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the theory, principles, practices and techniques of planning as they pertain to the design and development of urban and regional areas, planning research, zoning and community renewal activities; general knowledge of various ordinances, codes and regulations pertaining to planning, zoning and community development; thorough knowledge of research methodology and of standard statistical procedures; ability to plan, organize, supervise and carry out difficult research projects effectively; ability to present the results of research effectively, in oral, written and graphic form; ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, representatives of other agencies and members of the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field and some experience in professional planning work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.